

Suggested Elements of a Ten-Year Facility Plan

Capacity Additions or Reductions

Growth or decline in a district's enrollment may require the addition or reduction in school building capacity. Minor enrollment increases can usually be accommodated in temporary facilities such as portable classrooms. Significant increases may require additions to existing schools or the construction of new schools.

A reduction in enrollment may warrant the closing of part of a school or an entire school. There are no established guidelines, but if a school building is only being utilized at half its capacity, the district administration should study the situation. The value of operating a poorly utilized facility must outweigh the operating costs.

Building Condition

These reports from inspections should be used in conjunction with district maintenance information to identify improvement projects. Projects may deal with deferred maintenance, building code issues, or safety and security issues.

Educational Suitability

These assessments are intended to measure how well the building supports the educational programs being offered at the school. While there are many building factors that can affect the educational experience of a student, the following are considered to be of primary importance.

- *Types of spaces*; Does the facility provide the types of spaces necessary to provide the educational program? These spaces might include art rooms, science labs, vocational labs, or computer labs.
- *Space size and configuration*; Are the spaces the appropriate size and configuration for the function housed? A classroom used as a band room would not be of the appropriate size and configuration.
- *Fixed equipment*; Do the rooms have the appropriate fixed equipment and furnishings for the function housed? Does the science lab have science lab counters and sufficient storage for educational supplies?
- *Adjacencies*; Are rooms with different functions grouped appropriately? For instance, administrative offices should be near the main entrance and music rooms should not be adjacent to quiet areas.
- *Environmental factors*; Factors such as lighting, temperature, and acoustics can affect the educational experience.

The district should identify improvement projects that will make all schools educationally suitable for the programs being housed in the respective facility.

Technology Readiness

The results of these assessments should be used to plan projects that will improve the infrastructure necessary to support information technology.

ADA Accessibility

School districts shall provide ADA accessible facilities and should identify improvement projects that will accomplish this goal.

Site Improvements

Site improvements may include projects such as repairs to site utilities, playground equipment, athletic fields, roads and parking areas, or safety and security issues.

Energy Efficiency

School districts should strive to improve the energy efficiency of their buildings. Projects should be identified which improve the energy efficiency of school buildings and have a quick payback period, such as relamping light fixtures. These types of projects will produce savings in operational dollars which can be redirected to the classroom.